

TMCC Master Calendar of Town Meeting Related Events

Committees, please email updates/additions/corrections to TMCC – townmeeting@amherstma.gov
This calendar will be updated on the Town website as new information becomes available. It is intended to give a general idea of when **Budget** & **Zoning** related events occur.

September		
	Fall Special Town Meeting	9/7/11 noon - Citizen Zoning Petition deadline 9/12/11 noon - Citizen Miscellaneous Petition deadline 9/12/11 noon – Staff & Committees list of warrant articles due 9/12/11 noon – Preliminary list of warrant articles sent to Select Board
	TMCC	Continue plans for Fall Special Town Meeting Mail TMCC Master Calendar of Budget & Zoning Events to TM members
Budget	Select Board	Begin next year's budget process Mail End of Year Budget Information to Town Meeting members
	BCG	Begin meeting on next year's budget process
	CDC-CDBG	RFP's due; Hold public hearing to provide applicants time to present project proposals
	CPA	9/15/11 Review any potential proposals for Fall Town Meeting
	Finance Com	9/15/11 Review FY 11 results, OPEB policy alternative
	Library Board of Trustees	Buildings & Facilities Committee discusses possible capital project proposals to be forwarded to the JCPC and CPA Committees.
Zoning	Planning Board	9/6/11 Public Info Session Village Center (Form-Based) Zoning Hold Public hearings for Fall TM Zoning amendments - 9/21/11 7 pm – Official Zoning Map conversion to GIS format
	Zoning Subcommittee	9/7 & 9/21 Work on zoning amendments 9/7 Deadline for submission of citizen petition zoning amendments

October		
	Town Meeting	10/14/11 First Packet & Warrant mailed to Town Meeting members 10/26/11 Second Packet mailed to Town Meeting members
	TMCC	10/20/11 TMCC/LWV Town Meeting Warrant Review , 7 pm Town Room 10/30/11 2-4 pm Bus Tour for Town Meeting members 10/22-11/6/11 Precinct Meetings for Town Meeting members and public
Budget	Select Board	10/7/11 Sign the November Town Meeting Warrant Take positions on Fall Town Meeting warrant articles Set FY13 Budget Policy Guidelines 10/13 – 7:00 p.m. Four Boards Meeting (SB, FC, SC, Lib.) 10/17 Public Hearing on Budget Policy Guidelines 10/24 Finalize Budget Policy Guidelines; Review FY12 1 st Quarter budget update CDBG grant – review recommendations → Town Manager
	BCG	Review financial projections; Set budget development calendar
	CDC-CDBG	Hold public hearing; announce recommendations to Town Manager for CDBG funding; Town staff and CDC to complete CDBG application
	CPA	Send out Call for Proposals Letter
	Finance Com	Make recommendations for Special Town Meeting, FY 13 projections
	Library Board	Discuss capital projects proposed by the Building & Facilities Committee
	Schools	Begin budget talks; Superintendent begins compiling her list
Zoning	Planning Board	Hold Public hearings for Fall TM Zoning amendments - tentative 10/ 5/11 7 pm – North Amherst Village rezoning? 10/19/11 7 pm – Atkins Corners rezoning Send Zoning Article Reports to Town Meeting members 10/18/11 Town/Commercial Relations Committee makes recommend-ations on articles.

November		
	Town Meeting	11/7/11 Fall Special Town Meeting (also reserved Nov. 9, 14, 16, 21, 28, and 30)
	TMCC	TMCC Precinct Meetings continue
Budget	Select Board	
	Finance Com	Recommend spending guidelines → Town Manager, Select Board, School Committee, Supt. of Schools, Library Director, Trustees
	Library Board of Trustees	Discusses budget issues for the FY2013 budget. Continue discussion of Library's proposals for CPAC and JCPC funding. Present library proposals for CPAC to the Historical Commission
	Schools	Continue compiling budgets
	Town Manager	Continue preparing municipal budget

December		
Budget	Select Board	Annual Property Tax Classification Hearing/Setting Tax Rate
	CDC-CDBG	12/16/11 Town's CDBG Application due
	CPA	Deadline for FY13 Proposals
	Library Board	Director presents budget to Trustees; continue budget discussions
	Schools	Continue compiling budgets
	Town Manager	Continue preparing municipal budget
Zoning	Zoning Subcommittee	Hold Zoning Forum to determine priorities for zoning amendments for 2012 Annual Town Meeting Continue/begin work on zoning amendments

January		
	TMCC	Begin plans for 2012 Annual Town Meeting
Budget	Select Board	1/13/12: Hold special meeting with Finance Committee for Town Manager's Budget Presentation, Last meeting in month: Review 2nd Q budget update; Vote water/sewer rate
	BCG	Review budgets
	CPA	Review submitted proposals; create list of questions for further information, if needed; schedule presentations
	Finance Com	Review proposed budgets, begin FY 13 budget hearings to review preliminary budgets by department
	JCPC	Begin reviewing capital requests
	Library Board	Vote spending rate for FY2013 draw from Endowment; Vote final budget for the Library for FY2013.
	Schools	Prepare and present Preliminary Budget
	Town Manager	Jan. 16 deadline to present municipal budget to Select Board
Zoning	Zoning Subcommittee	Work on zoning amendments

February		
	Annual Town Meeting	Deadline for submission of citizen petition zoning amendments? Deadline to submit nomination to run for Town Meeting & Town Offices ALL 240 Town Meeting seats to be elected due to redrawn precinct lines Deadline for submission of citizen miscellaneous petitions?
	TMCC	Continue planning for 2012 Annual Town Meeting
Budget	Select Board	Review and ask Qs re: TMgr's Budget; receive updates on State outlook
	BCG	Review budgets
	CPA	Review proposals & presentations; schedule Public Hearing
	Finance Com	Budget hearings to review preliminary budgets by department
	JCPC	Continue reviewing capital requests by department
	Library Board	Present proposals for funding to CPAC and JCPC
	Schools	Hold Elementary Budget Forum and hold 4 Town Regional Budget Forum
Zoning	Planning Board	Hold zoning amendment public hearings
	Zoning Subcom	Work on zoning amendments

March		
	Annual Town Meeting	Deadline for submission of Town board zoning amendments?
	TMCC	Continue planning for 2012 Annual Town Meeting
Budget	Select Board	Review budget options and updates on State outlook
	BCG	Consider consolidated budget, revisions by agreement and recommendations to FinCom
	CPA	Public Hearing; vote recommendations on proposals
	Finance Com	Budget hearings to review preliminary budgets by Department, consider input from BCG and other towns in region; begin review of other TM warrant articles
	JCPC	Continue reviewing capital requests by department
	Library Board	Trustees review budget options; discuss proposed Library budget with Finance Committee
	Schools	4 Town Regional budget meeting; Review budget options
Zoning	Planning Board	Deadline for submission of Planning Board zoning amendments Hold Zoning Bylaw amendment public hearings
	Zoning Subcom	Work on zoning amendments

April		
	Town Meeting	Packets mailed to Town Meeting members – dates TBA 4/3/12 Annual Town Election – all 240 TM seats open for election 4/30/12 - 2012 Annual Town Meeting begins
	TMCC	TMCC / LWV Town Meeting Warrant Review TMCC Bus Tour; TMCC Precinct Meetings
Budget	Select Board	Sign 2012 Annual Town Meeting Warrant Review Finance Committee's Recommendations Take positions on ATM warrant articles Last Meeting in month – 3rd Quarter Budget update
	BCG	Consider any revisions that may be necessary to prior agreements and recommendations (e.g., due to change in estimated state aid)
	CPA	Send out Report to Annual Town Meeting
	Finance Com	Consider recommendations and latest estimates on budget needs and resources; continue review of other articles, Vote budget-related recommendations

April cont'd		Send out Report to Annual Town Meeting
	JCPC	Vote capital budget recommendations Send out Report to Annual Town Meeting
	Library Board	Trustees review budget options
	Schools	Review budget options
Zoning	Planning Board	Hold Zoning Bylaw amendment public hearings Send Planning Board Zoning Reports to Town Meeting

May		
Budget	Town Meeting	Annual Town Meeting – dates TBA
	TMCC	TMCC Election
	Finance Com	Consider budget revisions prior to TM consideration due to changes in circumstances (e.g., revisions in projected revenue)

June		
	Town Meeting	Annual Town Meeting concludes Fiscal year ends June 30
	TMCC	Begin review of Annual Town Meeting
Budget	Select Board	Set Fall Town Meeting dates Hold Post-TM discussion wrap-up Make committee appointments and reappointments
	CDC-CDBG	Community input to help refine Community Development Strategy
Zoning	Planning Board	Hold Post-TM discussion wrap-up
	Zoning Subcommittee	Public Forum held to determine priorities for zoning amendments ZSC continues/begins work on zoning amendments

July		
	Town Meeting	Fiscal Year begins July 1
	TMCC	Review of Annual Town Mtg with Moderator, Town Manager, and Clerk Begin plans for Fall Special Town Meeting
Budget	CDC-CDBG	Community input to help refine Community Development Strategy
Zoning	Zoning Subcommittee	Work on zoning amendments for Fall Special Town Meeting

August		
	TMCC	Plan for Fall Special Town Meeting
Budget	Select Board	Set Annual Town Meeting/Annual Town Election Dates Last meeting of month: 4th Quarter/year-end budget update
	CDC-CDBG	CDC-Planning Board Public Hearing on Capital Projects Strategy Issue RFP's seeking project applications
	Library Board	Set goal for annual fund drive
Zoning	Zoning Subcommittee	Work on zoning amendments

September 6, 2011